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10 OCT 1973

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Management and Services
Deputy Director for Operations
Deputy Director for Science and Technology

SUBJECT : Personnel Management

REFERENCE : Memo dtd 22 Sep 73 to Dep Dirs & Office Heads
from DCI, same subj

1. In order to assist the Director in his review of the Personnel Development Program, the agenda for presentations will be organized generally in accord with the attached format. We will schedule the presentations soon and I suggest that you prepare and hold ready appropriate visual aids to augment your presentation of these topics.

2. The Director will also be interested in discussing the guidelines and procedures which you have found useful in implementing PDP and any significant manpower imbalances which have been identified in the course of your reviews. 25X1

3. My Deputy for Plans and Control, [REDACTED] x-3383, is available to assist in the preparation of your presentations.

[REDACTED]
John F. Blake
Director of Personnel

FOIAB3B

Att.

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FORMAT FOR BRIEFING THE DIRECTOR ON
PERSONNEL DEVELOPMENT PROGRAMS

- I. A presentation of the number and percentage of positions in grades GS-15 through GS-17 which will require replacements in each of the three fiscal years 1973-75 and with reference to the significant functional areas concerned.
- II. A presentation of the number and percentage of officers in grades GS-13 through GS-15 who are slated for additional experience and/or training in preparation for the above assignments and with particular reference to the impact of these plans on:
 - A. Intra and inter-office and Directorate rotation;
 - B. In-house training requirements; and,
 - C. External training requirements.

*COMMON AGENDA WILL PERMIT DIRECTOR TO RELATE ONE
PRESENTATION TO ANOTHER; NOT INTERESTED IN NAMES, TIMING MIN. NOVEMBER*

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